

PROGRAM GUIDANCE AND INSTRUCTIONS SPECIAL PROJECT

**ADULT EDUCATION AND FAMILY LITERACY ACT
FEDERAL WIA TITLE II, Section 223**



**MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC GROWTH
ADULT EDUCATION OFFICE**

2007-2008

**ADULT EDUCATION AND FAMILY LITERACY ACT
FEDERAL WIA TITLE II, SECTION 223**

SPECIAL PROJECT

1. INTRODUCTION

This grant is made possible through the Adult Education and Family Literacy Act, Title II of the Workforce Investment Act of 1998 to assist adults to become literate, and to obtain the knowledge and skills necessary for employment and self-sufficiency.

2. GRANT PURPOSE

May support one or more of the following:

- a. The establishment of professional development programs to improve the quality of instruction.
- b. The provision of technical assistance to eligible providers of adult education and literacy activities.
- c. The support of State regional networks of literacy resource centers.
- d. Developing and disseminating curricula.
- e. Integration of literacy instruction and occupational skill training, and promoting linkages with employers.

3. ELIGIBLE APPLICANTS

Eligible applicants under the WIA Title II include:

- a. Local educational agencies
- b. Community-based organizations of demonstrated effectiveness
- c. Volunteer literacy organizations of demonstrated effectiveness
- d. Institutions of higher education, public or private nonprofit agencies, libraries, public housing authorities, nonprofit institutions, that have the ability to provide literacy services to adults and families, and
- e. Consortiums of the above listed authorities

4. EFFECTIVE DATE OF AN APPROVED PROJECT

July 1, 2007 through June 30, 2008.

5. AUTHORIZED ACTIVITIES

Please select activities proposed. You may select any combination depending on the proposed grant activity.

- Section A. Conduct Training/professional Development
- Section B. Attend Training/Professional Development
- Section C. Curriculum/Software Development
- Section D. Other Activity as authorized by DLEG

6. PROJECT TITLE

Enter name of Project(s).

7. PROJECT DATES

Enter date(s) of activities.

8. ESTIMATED NUMBER TO BE TRAINED

If more than one activity, indicate the number of participants for each activity.

9. NARRATIVE

- Mission of Organization
Write the mission of your organization.
- Description of Need
Describe the any state needs assessment or study indicating the need for the activity. This could include census data, or environmental scans.
- Goal/Objectives
For each activity, state the goals and objectives of the plan.
- Description of Proposed Activity
List activities and provide descriptions of each event.
- Alignment with Sate Performance Objectives
Describe how the activity contributes to the mission of the Office of Adult Education which reads: “To ensure that all adult learners obtain the highest quality education leading to the attainment of a secondary education, literacy and numeracy skills necessary to succeed in employment and post-secondary education.”
- Partnerships/Cooperative Arrangements
List any partnerships.
- Plan for Outreach/Marketing of Program/Product
What is your plan for distribution of the program/product? Describe the marketing strategy.
- Plan for Evaluation of Effectiveness
How will you know your initiative has been successful? If the activity has been training, use the evaluation and sign-in sheet provided to you and submit the originals upon completion of the program. Provide an analysis in narrative of the evaluation forms findings.
- Plan for Follow-Up and Dissemination of Information, Curriculum and/or Software for Improving Performance
If Section C had been selected. Describe the process for distributing information to adult education programs in Michigan.

10. AGENDA

If you plan to conduct professional development activities you must complete an agenda and attach resume(s) as applicable.

11. EVALUATION FORM

If you plan to conduct professional development activities you must have participants complete the evaluation form provided in the application. All completed evaluation forms must be submitted with your agency’s final report.

12. PARTICIPANT SIGN-IN SHEET

If you plan to conduct professional development activities you must have participants complete the sign-in sheet provided in the application. All completed sign-in sheets must be submitted with your agency’s final report.

10. BUDGET

A Special Project detailed budget must be completed. Explain each line item, indicating the function code and the description. Budget line item adjustments exceeding more than 10 percent per any one line item must be submitted to The Office of Adult Education for approval prior to implementation. Listed below are grant expenditures that are allowable and unallowable:

Allowable Grant Expenditures

- a. Speaker/Consultant Fees. Budget detail should reflect the F.T.E. number of hours, and position of employee.
- b. Curriculum development.
- c. Materials.
- d. Travel costs.
- e. Stipend, if project occurs during non-paid work time.
- f. Meals (reasonable rate).
- g. Room rental.
- h. Custodial cost.
- i. Brochures etc.
- j. Equipment rental.

Unallowable Grant Expenditures

- a. Administrative costs totaling more than 5% of grant award.

11. FINAL REPORT:

The electronic final report is currently under construction.

Financial Report (Final Expenditure Report—DS-4044): The DS-4044 Final Expenditure Report form is required within 45 days of the end of the grant cycle. The grant cycle runs from July 1 2007 to June 30. 2008. This includes line item expenditures that correspond to the line items in the approved budget. This form is accessed through the MEIS on-line system from which all funds must be drawn and reported through.

Final Narrative Report: This report is required within 45 days of the end of the grant cycle that would be August 15.

Send sign-in sheets, and completed evaluation sheets along with a final narrative report upon completion of special project activity to: The Office of Adult Education 201 N. Washington Square, Lansing, MI 48913.

Attn: Special Project Coordinator.

For technical assistance or information regarding the special project grant, please contact The Office of Adult Education at 517-373-8800.